Dedicated to excellence in academics, the development of faith, and an emphasis on the whole child, Oak Knoll, a member of the Holy Child Network of Schools, offers a premier college preparatory program for girls in its grades 7-12 Upper School. For a position to begin in August 2022, Oak Knoll is seeking a dynamic and collaborative music teacher to join the Arts department.

Key Responsibilities:

- Have the content knowledge and intellectual flexibility to teach a range of music classes including music appreciation, music literacy, chamber orchestra, musical theatre, and vocal music to students in grades 7-12
- Plan, prepare, and deliver innovative, intellectually engaging, and student-centered instructional content that promotes successful learning
- Use technology to deliver instruction that supports and deepens student learning
- Understand how girls learn and use this knowledge to guide instructional and curricular decisions; apply principles of mind, brain, and education science when teaching, developing curriculum, and assessing student learning
- Collaborate in the evaluation and design of Arts department curriculum
- Coordinate a liturgical music program in partnership with the Theology Department Chair that builds a sense of joyful prayer through song for all community members.
- Direct the Bel Canto program, a liturgical choir and chamber orchestra program
- Direct the Chamber Orchestra program and arrange music for a variety of instruments and skill levels to accommodate the needs of the instrumental ensembles
- Direct the Concert Choir program, a volunteer grade 7-12 chorus that performs two concerts a year
- Direct the Ensemble program. This is an afterschool choir program for grades 9-12 which meets twice a week from approximately 3-5/6pm. Ensemble performs at school events, concerts, and the surrounding community.
- Collaborate with the theater teacher to act as musical director on the annual musical, an afterschool program during the winter season that runs approximately 3-5/6pm and includes some weekends.
- Collaborates with parents and parent committee
- Serve as an advisor to a small group of students and support their social and emotional learning
- Work collaboratively and professionally with a teaching team, faculty, colleagues, students, administrators, and parents
- Ensure timely communication with parents on issues concerning students’ learning needs
- Maintain accurate student records such as grades and comments and communicate such data in accordance with the academic calendar and School expectations
- Collaborate with Lower School Arts department to ensure curricular alignment
- Engage in continuing professional development
- Participate fully in the life of the Upper School, including attending faculty meetings and in-service
- Engage in all aspects of the Oak Knoll community while promoting and supporting the OKS mission, vision, and values
- Perform other duties as assigned by, and in support of, the Division Head and Head of School
- Report to the Arts Department Chair
Qualifications:

- 3+ years teaching experience at the middle and/or high school level
- Bachelor’s degree required; Master’s degree preferred (degrees in related subject matter)
- Can accompany the choir and play piano for the musical
- Can conduct the choir and pit orchestra
- Can act as choreographer for the musical (preferred)
- Multi-instrumentalist who can teach a range of instruments (preferred)
- Experience teaching music theory is helpful but not required
- A background in musical theatre, pit orchestra, and/or technical theatre
- A commitment to girls’ education and to the educational mission of the Catholic Church through the philosophy and spirituality of Cornelia Connelly
- Ability to demonstrate growth mindset, optimism, and belief that all students can excel
- An education mindset that believes that a teacher’s role is to innovate and think creatively about education and meeting the needs of every child
- Experience as a practitioner of diversity, equity, and inclusion in and outside of the classroom
- Highly collaborative and self-motivated Ability to make contributions to the School outside one’s academic department, including to club and advisory programs
- Ability to uphold the School’s professional standards including punctuality, courtesy and discretion
- Excellent interpersonal communication skills (oral and written), organizational, problem solving, and interpersonal skills

About Oak Knoll

Founded in 1924 by the Sisters of the Holy Child Jesus, Oak Knoll is a Catholic, independent day school with a coeducational Lower School (K-6) and an all-girls Upper School (7-12). As a member of the Holy Child Network, Oak Knoll is grounded in the educational philosophy of Cornelia Connolly, who valued the growth of the whole child “in all learning and all virtues.” Located on 11 acres in suburban Summit, NJ, Oak Knoll is recognized as a top-rated institution in an area that values education. Oak Knoll draws from more than 65 surrounding communities. There are 325 girls enrolled in the Upper School, with 192 children in the Lower School. While the student body is predominantly Catholic, Oak Knoll welcomes children, as well as faculty and staff, of all faiths.